

What You Should Know...

Before Providing or Contracting Personal Protection Specialist Services in Virginia

The Virginia Department of Criminal Justice Services regulates Personal Protection Specialists, also known as bodyguards, executive security agents or other similar titles.

Any BUSINESS engaged in or undertaking to provide personal protection specialist services to another person under contract, express or implied, must be licensed as a Private Security Services business by the Department of Criminal Justice Services (DCJS).

Businesses must obtain a Private Security Services business license prior to soliciting or providing services in the Commonwealth of Virginia.

Licensed Private Security Services businesses are issued a DCJS license number (Example: 11-5432). This license number must be included on all business advertising material defined as display advertisements in telephone directories, letterhead, business cards, local newspaper advertising, and contracts.

Requirements for a business license include: the designation of a compliance agent who is responsible for ensuring a Private Security Services business complies with the *Code of Virginia* and Administrative Code (regulations); fingerprint based criminal history background checks for owners, officers and directors of the company; and a requirement to maintain general liability insurance coverage or a surety bond.

Private Security Services businesses must abide by administrative requirements and standards of conduct pursuant to the Regulations Relating to Private Security Services. These regulations (6VAC20-171 et seq.) are available on the DCJS website for review at www.dcms.virginia.gov/pss/code.cfm.

You may verify that a business has a valid license number by visiting the DCJS website at www.dcms.virginia.gov/ps/directory/rocs/?facility=y [Facility Search] or by calling DCJS at (804) 786-4700.

Any INDIVIDUAL who engages in the duties of providing close protection from bodily harm to any person must be registered by the Department of Criminal Justice Services and employed by a licensed Private Security Services business to provide these services under contract, express or implied.*

Properly registered Personal Protection Specialists are issued a registration identification card by the Department of Criminal Justice Services and must maintain this registration on their person while performing the duties of personal protection. This registration must be produced by the individual at the request of a client, law enforcement, or DCJS employee.

If a Personal Protection Specialist cannot produce valid DCJS credentials, it is recommended that potential clients do not conduct business with the individual as it is illegal to provide unlicensed and unregistered services unless exempted by law.*

In order to be registered, a Personal Protection Specialist must submit for a fingerprint based criminal history background check and complete compulsory minimum training standards to include firearms training if the individual has immediate access to a firearm while performing his duties. In addition to maintaining a firearm endorsement with the Department, an armed Personal Protection Specialist must have a concealed handgun permit and permission from his employer to carry concealed while on duty.

Personal Protection Specialists must abide by administrative requirements and standards of conduct pursuant to the Regulations Relating to Private Security Services. These regulations (6VAC20-171 et seq.) are available on the DCJS website for review at www.dcms.virginia.gov.

You may verify that an individual has a valid registration by visiting the DCJS website at www.dcms.virginia.gov/ps/directory/rocs/Search.aspx?facility=N [License Search] or by contacting DCJS at (804) 786-4700.

**Pursuant to §9.1-140 (8) a personal protection specialist who is providing personal protection directly for his employer and not a client is exempt from the registration requirement unless he carries a firearm and is in direct contact with the general public in the performance of his duties, in which case a registration would be required.*



What You Should Know...



Before Providing or Contracting Personal Protection Specialist Services in Virginia

Virginia Department of Criminal Justice Services

Additional information on Personal Protection Specialists is available on the Virginia

Department of Criminal Justice Services website at www.dcjs.virginia.gov/pss.

Questions may be submitted by email at ora.info@dcjs.virginia.gov.

If you are aware of a business or individual who may be in violation of the
Code of Virginia or Regulations Relating to Private Security Services
and would like to file a formal complaint with the Department of Criminal
Justice Services, please complete a complaint form and attach all related
documents/contracts/correspondence that support your complaint.

The complaint form is available on our website at
www.dcjs.virginia.gov/forms/privatesecurity/pss_c.pdf